

***The***

***Michigan***

***Campus-Based***

***Programs***



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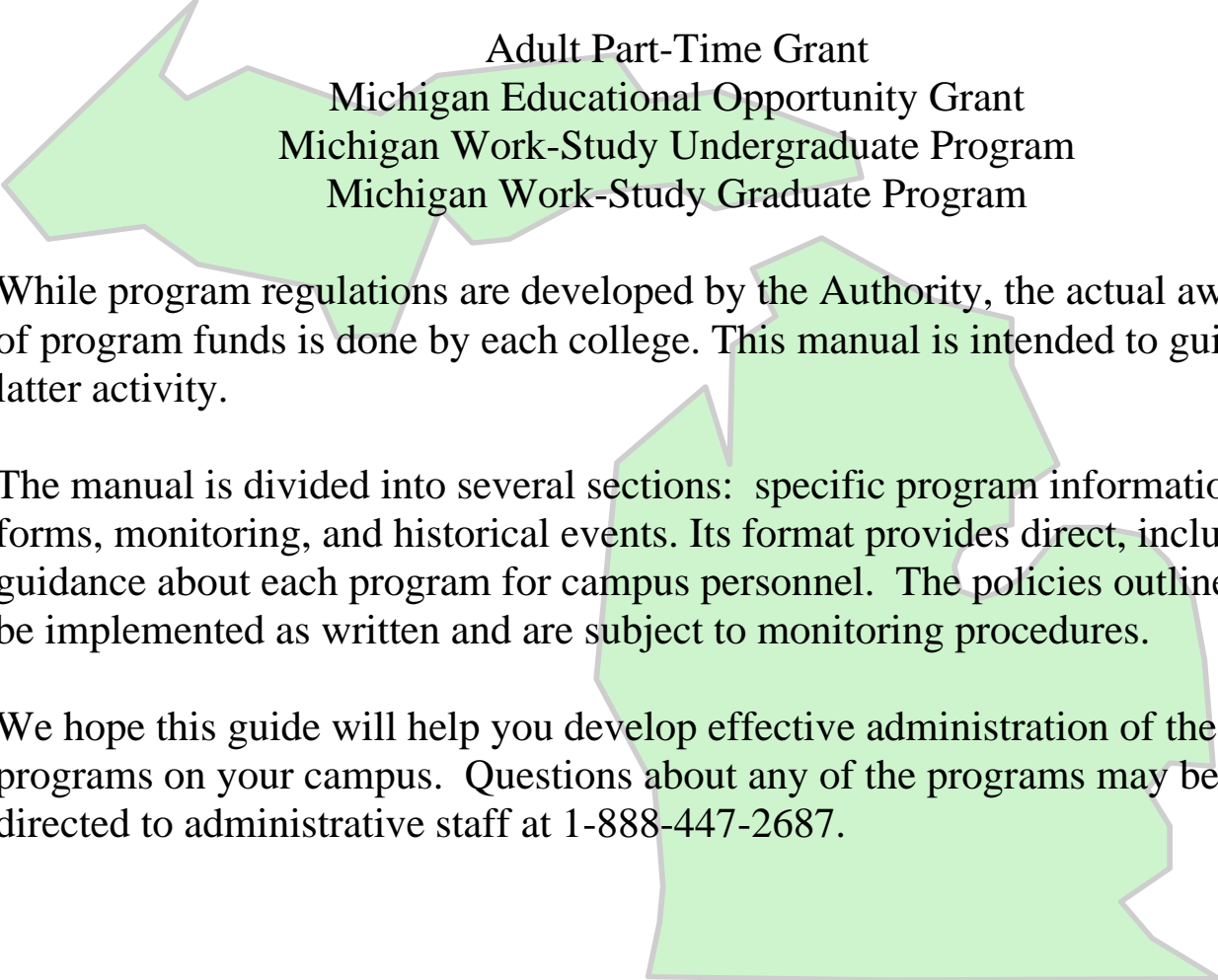
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## INTRODUCTION

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This manual covers the rules, regulations, policies and procedures promulgated by the Michigan legislature and the Michigan Higher Education Assistance Authority (Authority) for the administration of the Michigan Campus-Based Programs:



Adult Part-Time Grant  
Michigan Educational Opportunity Grant  
Michigan Work-Study Undergraduate Program  
Michigan Work-Study Graduate Program

While program regulations are developed by the Authority, the actual awarding of program funds is done by each college. This manual is intended to guide the latter activity.

The manual is divided into several sections: specific program information, forms, monitoring, and historical events. Its format provides direct, inclusive guidance about each program for campus personnel. The policies outlined are to be implemented as written and are subject to monitoring procedures.

We hope this guide will help you develop effective administration of the programs on your campus. Questions about any of the programs may be directed to administrative staff at 1-888-447-2687.

## **PROGRAM SUMMARY**

## **APTG**

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<b>Program Title</b>	Adult Part-Time Grant Program (APTG)
<b>Enabling Legislation</b>	Public Act No. 102 of 1986
<b>Administrative Rules</b>	R390.1751-R390.1759
<b>Purpose</b>	The Adult Part-Time Grant Program was established by the state to enable public and non-public colleges to help eligible part-time, independent students meet undergraduate educational expenses. The primary criterion for award consideration is financial need.
<b>Funding Source</b>	State general funds as appropriated annually in the Higher Education Appropriations Act.
<b>Administrative Office</b>	Office of Scholarships and Grants MHEAA/MHESLA P.O. Box 30462 Lansing, Michigan 48909-7962 1-888-447-2687 (toll free)

**I-A****INSTITUTIONAL ELIGIBILITY****APTG**

Degree-granting public or non-public colleges in Michigan approved by the Michigan State Board of Education and eligible for listing in the publication entitled "Directory of Michigan Institutions of Higher Education."

College must participate in federal campus-based programs.

## **I-B**

### **PROGRAM ADMINISTRATION**

**APTG**

#### **Authority Responsibilities**

Allocate funds to colleges based on statute formula.

Disburse funds to colleges.

Designate need analysis standard.

Promulgate rules, establish policies and interpret both.

Provide technical assistance to colleges.

Monitor program expenditures.

The Authority has established a scholarship and grant advisory committee whose duties include advising the Authority concerning policy issues for this and other student financial aid programs.

#### **College Responsibilities**

Select eligible recipients. (Subsection I-D)

Award funds. (Subsection I-E)

Complete Allocation Survey. (Forms)

Complete Year-End Report. (Forms)

Report elements include:

- Students served
- Fund expenditures
- Other related data as may be needed for accounting or audit purposes.

Return unencumbered funds to the Authority at the end of the fiscal year (by September 30). Return unencumbered funds promptly during the academic year for Authority reassignment to other institutions if no reawarding to other students is anticipated. Refund checks should be made payable to the "State of Michigan."

## **I-B**

### **PROGRAM ADMINISTRATION**

### **APTG**

#### **College Responsibilities (continued)**

Maintain a separate restricted account for funds and transactions pertaining to the program.

Notify the Authority not later than February 1 preceding the fiscal year of funding if decision is made not to participate in the program.

Identify the program on communications to the student. Example: If the college uses APTG funds to replace other financial aid already awarded, they must notify the student of the change.

#### **College Records Retention**

All program records including records of student eligibility, award adjustments, refund calculations, and cumulative grants made to each awardee at the college must be held in the financial aid office files and made available for audit purposes upon request.

Maintain program records for a minimum of five (5) years from the date the college submits its fiscal year-end report.

## I-C CAMPUS ALLOCATIONS

## APTG

### Distribution Formula

The college's allocation for the fiscal year is proportionate to its number of APTG eligible students as reported in the APTG Allocation Survey. (Forms)

Formula:

$$\begin{array}{ccc} \boxed{\begin{array}{c} \text{College} \\ \text{Eligible} \\ \text{Students} \end{array}} & \div & \boxed{\begin{array}{c} \text{Total Eligible} \\ \text{Students at all} \\ \text{Participating} \\ \text{Colleges} \end{array}} = \boxed{\begin{array}{c} \text{College \%} \end{array}} \\ \\ \boxed{\begin{array}{c} \text{College \%} \end{array}} & \times & \boxed{\begin{array}{c} \text{Annual State} \\ \text{Appropriation} \\ \text{For APTG} \end{array}} = \boxed{\begin{array}{c} \text{College} \\ \text{Allocation} \end{array}} \end{array}$$

The minimum college allocation is \$600.

Program regulations do not provide for an administrative cost allowance or a carry forward provision. APTG funds may be used only for APTG awards. Funds are not transferrable to any other financial aid program.

Authority staff will calculate and announce the preliminary allocation schedule as soon as feasible after (1) projected fiscal year budget figures become available, and (2) after the Allocation Survey data are available. Final allocation figures will be distributed subsequent to the formal approval of program appropriations.

### Allocation Adjustments

Any increase of the initial college allocation will be made based on the availability of funds.

### Payment Process

Payments are authorized by the Authority; warrants are issued from the Michigan Department of Treasury.

The college will receive prorated funds within the fiscal year as specified in the annual Higher Education Appropriations Act:

First quarter (Oct. - Dec.)	= 50%
Second quarter (Jan. - March)	= 25%
Third quarter (April - June)	= 25%



## I-D

### **STUDENT ELIGIBILITY**

### **APTG**

#### **Dependency Status**

A qualifying student must meet current guidelines for independent status as specified in current federal regulations.

#### **Enrollment**

To be eligible, a student must have been out of a high school program (other than GED or adult education) for at least two (2) years preceding the award period.

Recipients must be enrolled:

- Less than full-time, as defined by the college.
- For at least three (3) but no more than 11 semester or term hours. An equivalent ratio of credit hours may be used to determine part-time status for the summer term if less than 12 hours is considered full time.
- In an undergraduate degree/certificate program of at least nine (9) months duration; this includes courses that are applicable or transferrable to a baccalaureate or lower degree or certificate.
- In a program other than theology or divinity.

A student with a baccalaureate degree may qualify if he/she (1) is classified an undergraduate by the college, (2) pays undergraduate tuition rates, (3) is in a program that reflects a different course emphasis from the previous degree, and (4) meets all other program eligibility criteria.

Final enrollment status eligibility is determined by the **“enrollment count date,”** a date each term which is left to the discretion of each college, is applied uniformly and is available in written form for audit purposes. The enrollment count date may be the same as the refund period ending date.

An award to a transfer student is dependent upon the student’s eligibility and the availability of program funds at the receiving school.

#### **Financial Need**

A recipient must be in need of the funds for educational expenses (less other aid). See **Award Computation** (subsection I-E).

## **I-D**

### **STUDENT ELIGIBILITY**

### **APTG**

#### **Citizenship**

U.S. citizenship or permanent U.S. residence is required.

Permanent resident status is documented by the recipient's INS I-151 or I-551 card.

Refugees are not eligible.

#### **Loan Default**

An award is prohibited to any student who has defaulted on a loan guaranteed by the Authority, or any Federal Title IV/V loan unless he/she has made satisfactory arrangements to repay the loan.

For program eligibility, satisfactory loan repayment requirements are the same as those set forth under federal student financial aid program policies. Current or retroactive reinstatement of an award depends on the availability of funds at the college.

#### **Satisfactory Academic Progress**

An eligible student must be in compliance with the college's satisfactory academic progress (SAP) standard. The college must use a SAP standard consistent with the criteria of academic progress needed to maintain eligibility for the federal campus-based student aid programs.

#### **Non-incarceration**

Incarcerated students are not eligible for award consideration. This includes persons assigned full time or part time to correctional facilities, community correction centers, residential homes, half-way houses, or under home detention. Those on electronic monitors are likewise ineligible.

#### **Residency**

Michigan residency for the 12 months prior to the beginning of the award period is required.

Basis of residency for an independent student who meets current guidelines for independent status as specified in federal regulations:

1. Student must have resided continuously in Michigan for at least one year (12 months) preceding the first month of the award period.
2. Student is not considered a resident of any other state.

## **I-D**

### **STUDENT ELIGIBILITY**

**APTG**

#### **Residency Documentation** (Effective 1997-98)

1. Additional documentation not required:
  - Student graduates from a Michigan high school and enters college same year.
  - Student, having been determined to be a resident, maintains college enrollment with never more than a 12 month break at the school of attendance or other Michigan college(s) or university(ies).
2. Additional documentation required if student does not meet conditions in item 1 of Residency Documentation section:
  - Free Application for Federal Student Aid (FAFSA) is acceptable documentation of residency if the applicable residency related items consistently show Michigan residency (either initially, or after follow-up on the FAFSA).
  - If applicable residency items in FAFSA are not consistent as above, one of the following documents is needed to establish residency:
    - Michigan tax return
    - Federal tax return with Michigan address
    - Social Services Annual Income Statement
    - Military/ministry personnel certificate or letter denoting Michigan residency

If FAFSA items “fail” and student cannot provide documentation as notated immediately above, professional judgment is in order. Through dialogue/counseling with the student or parent(s), the Financial Aid Officer (FAO) may reference records that support residency including:

- Voter registration
- Michigan auto registration
- Michigan tax statement (with location same as residency address)

## **I-D**

### **STUDENT ELIGIBILITY**

### **APTG**

#### **Residency Documentation (continued)**

- Michigan driver's license (Note: cannot be sole document)
- Employment records
- Utility bills
- Rent receipts
- Statements from a third party(ies), such as a community official who has personal knowledge of student's whereabouts for the period in question. (Note: use of statement(s) is reserved for cases where preceding items are not available)
- Property tax assessment/payment records

Please note the foregoing outline assumes certain "givens," such as:

- a) Continuing FAO attention to residency period (12 months prior to the first month of the award period).
- b) Assuring documentation is properly signed, or certified true copies.
- c) Assuring documentation pertains to the residency period in question.
- d) Assuring student is not considered to be a resident in any other state.

## **I-E**

### **AWARD COMPUTATION**

**APTG**

#### **Application Information**

Application deadline determined by college.

Student must complete and file application for federal student aid.

#### **Financial Need**

Financial need exists when the estimated contribution is less than educational expenses as determined through current federal need analysis procedures.

Base year earnings may be used as long as that process results in full award eligibility for the applicant. In cases where full award eligibility does not occur, the determination of financial need shall take into consideration the student's current annual income.

Educational expenses include the following, when applicable: tuition and fees, and a reasonable allowance for room and board, transportation, books, and incidental costs.

Awards must not exceed the amount of financial need after other financial aid, if any, is considered.

Priority is given to eligible students with the greatest financial need. The college must have evidence to support how it distributed the funds to those awarded from the pool of eligible students.

A "buffer" is permissible. This provision allows a college to grant a specified amount above a student's overall calculated financial need if the financial aid officer determines that such an adjustment is appropriate. All such adjustments must be handled on an individual basis following the policy and amount stipulated for Federal Title IV financial aid programs (effective 5/18/99).

## **I-E**

### **AWARD COMPUTATION**

### **APTG**

#### **Award Parameters**

Grant maximum is \$600 per academic year which is comprised of the fall (beginning on or after August 1), winter, and spring terms; the following summer session may be included. Fall term awards must be covered by state funds appropriated for the fiscal year beginning October 1.

There is no minimum award restriction.

No student may receive assistance for more than 24 months at any participating college. Each month of program assistance counts as one (1) toward the 24-month limit. This limit may be waived when the total number of months in the last full term of program assistance exceeds the student's remaining months of eligibility.

#### **Disbursement Procedures**

Payment should be credited to the student's account unless the student has already satisfied financial obligations to the college; in such cases, all or part of the award may be paid directly to the student.

Within the parameters of the student's need and enrollment status, division of the total award amount for the academic year may be divided among terms/semesters at the discretion of the financial aid officer.

#### **Refunds**

Final eligibility for payment within an enrollment period depends on the student's status on the enrollment count date established by the college irrespective of enrollment status prior to the count date.

Refunds to the program account shall be made when the student terminates eligibility between terms of the award period.

#### **Appeal Process**

The college should have in place a procedure by which students can appeal the decision of the financial aid office regarding program award determination.

## **Adult Part-Time Grant Program**

### **Act 102 of 1986**

A copy of these **rules** may be downloaded at [www.state.mi.us/orr/admincode/depart.htm](http://www.state.mi.us/orr/admincode/depart.htm)  
Follow these steps after accessing that site:

1. Click on **Treasury**
2. Scroll down to **Higher Education Assistance Authority**
3. Click on **Adult Part-Time Grant Program**
4. To print the rule: Click file print

A copy of the **Law** may be downloaded at [www.michiganlegislature.org/law/advancedSearchForm.asp](http://www.michiganlegislature.org/law/advancedSearchForm.asp)  
Follow these steps after accessing that site:

1. Scroll down to Public Act Number and enter **102**; tab into year and enter **1986**. Click search
2. Click on the first item: **Act 102 of 1986** Statute
3. Select print from Main Functions
4. Click “download HTML version”
5. To print the law. Click file print

## **PROGRAM SUMMARY**

## **MEOG**

<b>Program Title</b>	Michigan Educational Opportunity Grant Program (MEOG)
<b>Enabling Legislation</b>	Public Act No. 273 of 1986
<b>Administrative Rules</b>	R390.1721-R390.1728
<b>Purpose</b>	The Michigan Educational Opportunity Grant Program was established by the state to enable public colleges to help eligible students meet undergraduate educational expenses. The primary criterion for award consideration is financial need.
<b>Funding Source</b>	State general funds as appropriated annually in the Higher Education Appropriations Act.
<b>Administrative Office</b>	Office of Scholarships and Grants MHEAA/MHESLA P.O. Box 30462 Lansing, Michigan 48909-7962 1-888-447-2687 (toll free)



## **II-A**

### **INSTITUTIONAL ELIGIBILITY**

### **MEOG**

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Degree-granting public colleges in Michigan approved by the Michigan State Board of Education and eligible for listing in the publication entitled "Directory of Michigan Institutions of Higher Education."

College must participate in the Pell Grant Program.

## **II-B**

### **PROGRAM ADMINISTRATION**

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**MEOG**

#### **Authority Responsibilities**

Allocate funds to colleges based on statute formula.

Disburse funds to colleges.

Designate need analysis standard.

Promulgate rules, establish policies and interpret both.

Provide technical assistance to colleges.

Monitor program expenditures.

The Authority has established a scholarship and grant advisory committee whose duties include advising the Authority concerning policy issues for this as well as other student financial aid programs.

#### **College Responsibilities**

Select eligible recipients. (Subsection II-D)

Award funds. (Subsection II-E)

Complete Year-End Report. (Forms)

Report elements include:

- Students served.
- Fund expenditures.
- Other related data as may be needed for accounting or audit purposes.

Return unencumbered funds to the Authority at the end of the fiscal year (by September 30). Return unencumbered funds promptly during the academic year for Authority reassignment to other institutions if no reawarding to other students is anticipated. Refund checks should be made payable to the "State of Michigan."

## **II-B**

### **PROGRAM ADMINISTRATION**

### **MEOG**

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#### **College Responsibilities (continued)**

Identify the program on communications to the student.  
Example: If the college uses MEOG funds to replace other financial aid already awarded, they must notify the student of the change.

Maintain a separate restricted account for funds and transactions pertaining to the program.

Notify the Authority not later than February 1 preceding the fiscal year of funding if decision is made not to participate in the program.

#### **College Records Retention**

All program records including records of student eligibility, award adjustments, refund calculations, and cumulative grants made to each awardee at the college must be held in the financial aid office files and made available for audit purposes upon request.

Maintain program records for a minimum of five (5) years from the date the college submits its fiscal year-end report.

## II-C CAMPUS ALLOCATIONS

## MEOG

### Distribution Formula

The college's allocation for the fiscal year is proportionate to its receipt of Pell Grant funds for the most recent year for which statistics are available.

Formula:

$$\begin{array}{rcccl} \boxed{\text{College Pell \$}} & \div & \boxed{\begin{array}{c} \text{Total Pell Dollars} \\ \text{at all Participating} \\ \text{Colleges} \end{array}} & = & \boxed{\text{College \%}} \\ \\ \boxed{\text{College \%}} & \times & \boxed{\begin{array}{c} \text{Annual State} \\ \text{Appropriation} \\ \text{For MEOG} \end{array}} & = & \boxed{\text{College} \\ \text{Allocation}} \end{array}$$

The minimum college allocation is \$1,000.

Program regulations do not provide for an administrative cost allowance or a carry forward provision. MEOG funds may be used only for MEOG awards. Funds are not transferrable from MEOG to any other financial aid program.

Authority staff will calculate and announce the preliminary allocation schedule as soon as feasible after (1) projected fiscal year budget figures become available, and (2) after Pell data are available. Final allocation figures will be distributed subsequent to the formal approval of program appropriations.

### Allocation Adjustments

Any increase of the initial college allocation will be made based on the availability of funds.

### Payment Process

Payments are authorized by the Authority; warrants are issued from the Michigan Department of Treasury.

The college will receive prorated funds within the fiscal year as specified in the annual Higher Education Appropriations Act:

First quarter (Oct. – Dec.)	=50%
Second quarter (Jan. – March)	=25%
Third quarter (April – June)	=25%

## II-D

### **STUDENT ELIGIBILITY**

### **MEOG**

#### **Enrollment**

Recipients must be enrolled:

- At least half-time.
- In an undergraduate degree/certificate program of at least nine (9) months duration; this encompasses courses that are applicable or transferrable to a baccalaureate or lower degree or certificate.
- In a program other than theology, divinity or religious education.

Full time is defined as 12 or more credit hours; half-time study is defined as 6, but not more than 11 credit hours. [Further clarification is provided in Rule 390.1721 (h) and (i).] Full-time study, as well as half-time status, during the summer session shall be determined by the college; that definition must be consistent with that used for awarding other financial aid.

A student with a baccalaureate degree may qualify if he/she (1) is classified an undergraduate by the college, (2) pays undergraduate tuition rates, (3) is in a program that reflects a different course emphasis from the previous degree, and (4) meets all other program eligibility criteria.

Final enrollment status eligibility is determined by the “**enrollment count date**,” a date each term which is left to the discretion of each college, is applied uniformly and is available in written form for audit purposes. The enrollment count date may be the same as the refund period ending date.

An award to a transfer student is dependent upon the student’s eligibility and the availability of program funds at the receiving school.

#### **Financial Need**

A recipient must be in need of the funds for educational expenses (less other aid). See **Award Computation** (subsection II-E).

## **II-D**

### **STUDENT ELIGIBILITY**

### **MEOG**

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#### **Citizenship**

U.S. citizenship or permanent U.S. residence is required.

Permanent resident status is documented by the recipient's INS I-151 or I-551 card.

Refugees are not eligible.

#### **Loan Default**

An award is prohibited to any student who has defaulted on a loan guaranteed by the Authority, or any Federal Title IV/V loan unless he/she has made satisfactory arrangements to repay the loan.

For program eligibility, satisfactory loan repayment requirements are the same as those set forth under federal student financial aid program policies. Current or retroactive reinstatement of an award depends on the availability of funds at the college.

#### **Satisfactory Academic Progress**

An eligible student must be in compliance with the college's satisfactory academic progress (SAP) standard. The college must use a SAP standard consistent with the criteria of academic progress needed to maintain eligibility for the federal campus-based student aid programs.

#### **Non-incarceration**

Incarcerated students are not eligible for award consideration. This includes persons assigned full time or part time to correctional facilities, community correction centers, residential homes, half-way houses, or under home detention. Those on electronic monitors are likewise ineligible.

#### **Residency**

Michigan residency for the 12 months prior to the beginning of the award period is required.

Basis of residency for a dependent student who does not meet current guidelines for independent status as specified in federal regulations:

1. Student's residence is that of his/her parent(s) or legal guardian.

## **II-D**

### **STUDENT ELIGIBILITY**

### **MEOG**

#### **Residency (continued)**

2. Parent(s) or legal guardian must have resided continuously in Michigan for at least one year (12 months) preceding the first month of the award period.
3. Parent(s) or legal guardian must not be considered a resident of any other state.

Basis of residency for an independent student who meets current guidelines for independent status as specified in federal regulations:

1. Student must have resided continuously in Michigan for at least one year (12 months) preceding the first month of the award period.
2. Student is not considered a resident of any other state.

#### **Residency Documentation (Effective 1997-98)**

1. Additional documentation not required:
  - Student graduates from a Michigan high school and enters college same year.
  - Student, having been determined to be a resident, maintains college enrollment with never more than a 12 month break at the school of attendance or other Michigan college(s) or university(ies).
2. Additional documentation required if student does not meet conditions in item 1 of Residency Documentation section:
  - Free Application for Federal Student Aid (FAFSA) is acceptable documentation of residency if the applicable residency related items consistently show Michigan residency (either initially, or after follow-up on the FAFSA).
  - If applicable residency items in FAFSA are not consistent as above, one of the following documents is needed to establish residency:
    - Michigan tax return
    - Federal tax return with Michigan address
    - Social Services Annual Income Statement

## II-D

### **STUDENT ELIGIBILITY**

### **MEOG**

#### **Residency Documentation (continued)**

- Military/ministry personnel certificate or letter denoting Michigan residency
- If FAFSA items “fail” and student cannot provide documentation as notated immediately above, professional judgment is in order. Through dialogue/counseling with the student or parent(s), the Financial Aid Officer (FAO) may reference records that support residency including:
  - Voter registration
  - Michigan auto registration
  - Michigan tax statement (with location same as residency address)
  - Michigan driver’s license (Note: cannot be sole document)
  - Employment records
  - Utility bills
  - Rent receipts
  - Statements from a third party(ies), such as a community official who has personal knowledge of student’s whereabouts for the period in question. (Note: use of statement(s) is reserved for cases where preceding items are not available)
  - Property tax assessment/payment records

Please note the foregoing outline assumes certain “givens,” such as:

- a) Continuing FAO attention to residency period (12 months prior to the first month of the award period).
- b) Assuring documentation is properly signed, or certified true copies.
- c) Assuring documentation pertains to the residency period in question.
- d) Assuring parental residency applicability in dependent cases is maintained.
- e) Assuring student is not considered to be a resident in any other state.



## **II-E**

### **AWARD COMPUTATION**

### **MEOG**

#### **Application Information**

Application deadline determined by college.

Student must complete and file application for federal student aid.

#### **Financial Need**

Financial need exists when the estimated contribution is less than educational expenses as determined through current federal need analysis procedures.

Educational expenses include tuition and fees, and a reasonable allowance for room and board, transportation, books, and incidental costs.

Awards must not exceed the amount of financial need after other financial aid, if any, is considered.

Priority is given to eligible students with the greatest financial need. The college must have evidence to support how it distributed the funds to those awarded from the pool of eligible students.

A “buffer” is permissible. This provision allows a college to grant a specified amount above a student’s overall calculated financial need if the financial aid officer determines that such an adjustment is appropriate. All such adjustments must be handled on an individual basis following the policy and amount stipulated for Federal Title IV financial aid programs (effective 5/18/99).

#### **Award Parameters**

Grant maximum is \$1,000 per academic year which is comprised of the fall (beginning on or after August 1), winter, and spring terms; the following summer session may be included. Fall term awards must be covered by state funds appropriated for the fiscal year beginning October 1.

There is no minimum award restriction.

## **II-E**

### **AWARD COMPUTATION**

### **MEOG**

#### **Award Parameters (continued)**

No student may receive more than 10 semesters or 15 terms of assistance at any particular college. The following table provides an appropriate count for each type of enrollment period, with 15 being the maximum count of any student:

	Full-Time Enrollment Count	Half-Time Enrollment Count
Semester	1.5	.5
Term	1.0	.5

#### **Disbursement Procedures**

Payment should be credited to the student's account unless the student has already satisfied financial obligations to the college; in such cases, all or part of the award may be paid directly to the student.

Division of the award during the academic year is left to the discretion of the financial aid officer within the parameters of the student's need and enrollment status.

#### **Refunds**

Final eligibility for payment within an enrollment period depends on the student's status on the enrollment count date (subsection II-D) established by the college irrespective of enrollment status prior to the count date.

Refunds to the program account shall be made when the student terminates eligibility between terms of the award period.

#### **Appeal Process**

The college should have in place a procedure by which students can appeal the decision of the financial aid office regarding program award determination.

## Michigan Educational Opportunity Grant Program

### Act 273 of 1986

A copy of these **rules** may be downloaded at [www.state.mi.us/orr/admincode/depart.htm](http://www.state.mi.us/orr/admincode/depart.htm)  
Follow these steps after accessing that site:

1. Click on **Treasury**
2. Scroll down to **Higher Education Assistance Authority**
3. Click on **Michigan Educational Opportunity Grant Program**
4. To print the rule: Click file print

A copy of the **Law** may be downloaded at [www.michiganlegislature.org/law/advancedSearchForm.asp](http://www.michiganlegislature.org/law/advancedSearchForm.asp)  
Follow these steps after accessing that site:

1. Scroll down to Public Act Number and enter **273**; tab into year and enter **1986**. Click search
2. Click on the first item: **Act 273 of 1986** Statute
3. Select print from Main Functions
4. Click “download HTML version”
5. To print the law. Click file print

## **PROGRAM SUMMARY**

**MWSU**

<b>Program Title</b>	Michigan Work-Study Undergraduate Program (MWSU)
<b>Enabling Legislation</b>	Public Act No. 288 of 1986, as amended by Public Act No. 47 of 1990
<b>Administrative Rules</b>	R390.1701-R390.1709
<b>Purpose</b>	The Michigan Work-Study Undergraduate Program was established by the state to enable public and non-public colleges to help eligible students meet undergraduate educational expenses by placement in part-time employment. The primary criterion for award consideration is financial need.
<b>Funding Source</b>	State general funds as appropriated annually in the Higher Education Appropriations Act.
<b>Administrative Office</b>	Office of Scholarships and Grants MHEAA/MHESLA P.O. Box 30462 Lansing, Michigan 48909-7962 1-888-447-2687 (toll free)

### **III-A**

## **INSTITUTIONAL ELIGIBILITY**

**MWSU**

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Degree-granting public and non-public colleges in Michigan approved by the Michigan State Board of Education and eligible for listing in the publication entitled "Directory of Michigan Institutions of Higher Education".

College must participate in the Pell Grant Program and the Federal Work-Study Program.

## **III-B**

### **PROGRAM ADMINISTRATION**

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**MWSU**

#### **Authority Responsibilities**

Allocate funds to colleges based on statute formula.

Disburse funds to colleges.

Designate need analysis standard.

Promulgate rules, establish policies and interpret both.

Provide technical assistance to colleges.

Monitor program expenditures.

The Authority has established a scholarship and grant advisory committee whose duties include advising the Authority concerning policy issues for this as well as other MHEAA financial aid programs.

#### **College Responsibilities**

Select eligible recipients. (Subsection III-D)

Award funds. (Subsection III-E)

Sign and maintain employer agreements.

Monitor employment hours, matching requirements and payroll distribution.

Complete Year-End Report. (Forms).

Report elements include:

- Students served.
- Number of employers utilized by category.
- Fund expenditures by employer category.
- Other related data as may be needed for accounting or audit purposes.

## **III-B**

### **PROGRAM ADMINISTRATION**

**MWSU**

#### **College Responsibilities (continued)**

Return unencumbered funds to the Authority at the end of the fiscal year (by September 30). Return unencumbered funds promptly during the academic year for Authority reassignment to other institutions if no reawarding to other students is anticipated. Refund checks should be made payable to the "State of Michigan."

Identify the program on communications to the student. Example: If the college uses MWSU to replace federal work-study funds already awarded, they must notify the student of the change.

Maintain a separate restricted account for funds and transactions pertaining to the program.

Notify the Authority not later than February 1 preceding the fiscal year of funding if decision is made not to participate in the program.

The program's annual funding legislation (Higher Education Appropriations Act) may require that an effort be made by the college to assure that at least 10 percent of the recipients be placed with for-profit employers.

#### **College Records Retention**

All program records including records of student eligibility, employer contracts, wages and matching funds paid, award adjustments, refund calculations, and cumulative awards made to each awardee at the college must be held in the financial aid office files and made available for audit purposes upon request.

Maintain program records for a minimum of five (5) years from the date the college submits its fiscal year-end report.

### III-C

## CAMPUS ALLOCATIONS

**MWSU**

#### Distribution Formula

The college's allocation for the fiscal year is proportionate to its receipt of Pell Grant funds for the most recent year for which statistics are available.

Formula:

$$\begin{array}{l} \boxed{\text{College Pell \$}} \div \boxed{\begin{array}{c} \text{Total Pell Dollars} \\ \text{at all Participating} \\ \text{Colleges} \end{array}} = \boxed{\text{College \%}} \\ \boxed{\text{College \%}} \times \boxed{\begin{array}{c} \text{Annual State} \\ \text{Appropriation} \\ \text{For MWSU} \end{array}} = \boxed{\text{College} \\ \text{Allocation}} \end{array}$$

The program's annual funding legislation (Higher Education Appropriations Act) may direct the Authority to adjust college allocations based upon each institution's utilization rate over a three-year period and to further set aside a portion of the annual appropriation for supplemental allocation adjustments.

The minimum college allocation is \$5,000.

Program regulations do not provide for an administrative cost allowance or a carry forward provision. MWSU funds may be used only for MWSU awards. Funds are not transferrable from MWSU to any other financial aid program.

Authority staff will calculate and announce the preliminary allocation schedule as soon as feasible after (1) projected fiscal year budget figures become available, and (2) after Pell data are available. Final allocation figures will be distributed subsequent to the formal approval of program appropriations.

#### Allocation Adjustments

Any increase of the initial college allocation will be made based on the availability of funds.



### **III-C**

## **CAMPUS ALLOCATIONS**

**MWSU**

### **Payment Process**

Payments are authorized by the Authority; warrants are issued from the Michigan Department of Treasury.

The college will receive eleven equal payments within the fiscal year from October through August as directed by the annual Appropriations Act.

### III-D

## STUDENT ELIGIBILITY

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MWSU

#### Enrollment

Recipients must be enrolled:

- At least half-time except for certain periods of non-enrollment (see below).
- In an undergraduate degree/certificate program of at least nine (9) months duration; this encompasses courses that are applicable or transferrable to a baccalaureate or lower degree or certificate.
- In a program other than theology or divinity.

Full time is defined as 12 or more credit hours; half-time study is defined as 6, but not more than 11 credit hours. [Further clarification is provided in Rule 390.1701 (i) and (j).] Full-time study, as well as half-time status, during the summer session shall be determined by the college; that definition must be consistent with that used for awarding other financial aid.

A student with a baccalaureate degree may qualify if he/she (1) is classified an undergraduate by the college, (2) pays undergraduate tuition rates, (3) is in a program that reflects a different course emphasis from the previous degree, and (4) meets all other program eligibility criteria.

Final enrollment status eligibility is determined by the **“enrollment count date,”** a date each term which is left to the discretion of each college, is applied uniformly and is available in written form for audit purposes. The enrollment count date may be the same as the refund period ending date.

An award to a transfer student is dependent upon the student’s eligibility and the availability of program funds at the receiving school.

A student may participate during periods of non-enrollment (including summer term) that do not exceed four months if he/she:

- Was enrolled at least half time for the preceding semester or term.

### III-D

## **STUDENT ELIGIBILITY**

**MWSU**

### **Enrollment (continued)**

- Has enrolled or signs an intent to enroll at least half time for the next succeeding semester.
- Meets all other eligibility criteria.

A student may participate during interterm breaks (excluding summer term) if he/she:

- Has enrolled or signs an intent to enroll at least half-time for the next succeeding semester.
- Meets all other eligibility criteria.

### **Financial Need**

A recipient must be in need of the funds for educational expenses (less other aid). See **Award Computation** (subsection III-E).

### **Citizenship**

U.S. citizenship or permanent U.S. residence is required.

Permanent resident status is documented by the recipient's INS I-151 or I-551 card.

Refugees are not eligible.

### **Loan Default**

An award is prohibited to any student who has defaulted on a loan guaranteed by the Authority, or any federal Title IV/V loan unless he/she has made satisfactory arrangements to repay the loan.

For program eligibility, satisfactory loan repayment requirements are the same as those set forth under federal student financial aid program policies. Current or retroactive reinstatement of an award depends on the availability of funds at the college.

### **Satisfactory Academic Progress**

An eligible student must be in compliance with the college's satisfactory academic progress (SAP) standard. The college must use a SAP standard consistent with the criteria of academic progress needed to maintain eligibility for the federal campus-based student aid programs.

### **III-D**

## **STUDENT ELIGIBILITY**

**MWSU**

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### **Non-incarceration**

Incarcerated students are not eligible for award consideration. This includes persons assigned full time or part time to correctional facilities, community correction centers, residential homes, half-way houses, or under home detention. Those on electronic monitors are likewise ineligible.

### **Residency**

Michigan residency for the 12 months prior to the beginning of the award period is required.

Basis of residency for a dependent student who does not meet current guidelines for independent status as specified in federal regulations:

1. Student's residence is that of his/her parent(s) or legal guardian.
2. Parent(s) or legal guardian must have resided continuously in Michigan for at least one year (12 months) preceding the first month of the award period.
3. Parent(s) or legal guardian must not be considered a resident of any other state.

Basis of residency for an independent student who meets current guidelines for independent status as specified in federal regulations:

1. Student must have resided continuously in Michigan for at least one year (12 months) preceding the first month of the award period.
2. Student is not considered a resident of any other state.

### **Residency Documentation** (Effective 1997-98)

1. Additional documentation not required:
  - Student graduates from a Michigan high school and enters college same year.

### **III-D**

## **STUDENT ELIGIBILITY**

**MWSU**

### **Residency Documentation (continued)**

- Student, having been determined to be a resident, maintains college enrollment with never more than a 12 month break at the school of attendance or other Michigan college(s) or university(ies).
2. Additional documentation required if student does not meet conditions in item 1 of Residency Documentation section:
- Free Application for Federal Student Aid (FAFSA) is acceptable documentation of residency if the applicable residency related items consistently show Michigan residency (either initially, or after follow-up on the FAFSA).
  - If applicable residency items in FAFSA are not consistent as above, one of the following documents is needed to establish residency:
    - Michigan tax return
    - Federal tax return with Michigan address
    - Social Services Annual Income Statement
    - Military/ministry personnel certificate or letter denoting Michigan residency
  - If FAFSA items “fail” and student cannot provide documentation as notated immediately above, professional judgment is in order. Through dialogue/counseling with the student or parent(s), the Financial Aid Officer (FAO) may reference records that support residency including:
    - Voter registration
    - Michigan auto registration
    - Michigan tax statement (with location same as residency address)
    - Michigan driver’s license (Note: cannot be sole document)
    - Employment records
    - Utility bills
    - Rent receipts

### **III-D**

## **STUDENT ELIGIBILITY**

**MWSU**

### **Residency Documentation (continued)**

- Statements from a third party(ies), such as a community official who has personal knowledge of student's whereabouts for the period in question.  
(Note: use of statement(s) is reserved for cases where preceding items are not available)
- Property tax assessment/payment records

Please note the foregoing outline assumes certain "givens," such as:

- a) Continuing FAO attention to residency period (12 months prior to the first month of the award period).
- b) Assuring documentation is properly signed, or certified true copies.
- c) Assuring documentation pertains to the residency period in question.
- d) Assuring parental residency applicability in dependent cases is maintained.
- e) Assuring student is not considered to be a resident in any other state.

### **III-E**

## **AWARD COMPUTATION**

**MWSU**

### **Application Information**

Application deadline determined by college.

Student must complete and file application for federal student aid.

### **Financial Need**

Financial need exists when the estimated contribution is less than educational expenses as determined through current federal need analysis procedures.

Educational expenses include tuition and fees, and a reasonable allowance for room and board, transportation, books, and incidental costs.

Awards must not exceed the amount of financial need after other financial aid, if any, is considered.

Priority is given to eligible students with the greatest financial need. The college must have evidence to support how it distributed the funds to those awarded from the pool of eligible students.

A “buffer” is permissible. This provision allows a college to grant a specified amount above a student’s overall calculated financial need if the financial aid officer determines that such an adjustment is appropriate. All such adjustments must be handled on an individual basis following the policy and amount stipulated for Federal Title IV financial aid programs (effective 5/18/99).

### **Award Parameters**

Although there is no annual maximum award amount, awards funded from a specific fiscal year must be awarded within the appropriate academic year which is comprised of the fall (beginning on or after August 1), winter, and spring terms; the following summer session may be included. Fall term awards must be covered by state funds appropriated for the fiscal year beginning October 1.

Example:

2000-01 Academic year

Fall 2000*	Winter 2001	Summer 2001
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\*August 1 or after

### **III-E**

## **AWARD COMPUTATION**

**MWSU**

### **Award Parameters (continued)**

Employment after the summer term is concluded may be funded under the next fiscal year appropriation provided the employment occurs after August 1.

There is no minimum award restriction.

No student may receive more than 10 semesters or 15 terms of assistance at any particular college. The following table provides an appropriate count for each type of enrollment period, with 15 being the maximum count of any student:

	Full-Time Enrollment Count	Half-Time Enrollment Count
Semester	1.5	.5
Term	1.0	.5

The retroactive transfer of an award from the Federal Work-Study Program to this program is permitted as long as the student:

- Meets all MWSU eligibility requirements.
- Is notified of the transfer.
- Is paid from the appropriate state fiscal year.

### **Disbursement Procedures**

To the extent that the employment circumstances allow, division of the award during the academic year is left to the discretion of the financial aid officer, within the parameters of the student's work schedule and enrollment status.

A school paying wages in the form of noncash services such as tuition is permitted. Federal procedures for noncash institutional share payments apply.



### **III-E**

## **AWARD COMPUTATION**

**MWSU**

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### **Refunds**

Final eligibility for payment within an enrollment period depends on the student's status on the enrollment count date (subsection III-D) established by the college irrespective of enrollment status prior to the count date.

Refunds to the program account shall be made when the student terminates eligibility between terms of the award period.

### **Appeal Process**

The college should have in place a procedure by which students can appeal the decision of the financial aid office regarding program award determination.

### **III-F**

## **EMPLOYER ELIGIBILITY**

**MWSU**

### **Nonprofit Employers (Including Nonprofit Colleges)**

To participate, a nonprofit employer must:

Provide part-time employment (39 hours or less) in Michigan that does not –

- Displace employed workers.
- Involve the construction, operation or maintenance of facilities of sectarian instruction of religious worship.
- Involve activities espousing or promoting a partisan political position or candidate.

Follow these compensation procedures –

- Provide not less than 20 percent of the wages earned.
- Use the state portion of wages only.
- Pay recipients at a rate no less than the prevailing federal minimum wage.
- Consider work-study earnings as earned income and as such subject to all relevant federal, state and local taxes. (Allowable exemptions from FICA taxes are determined by IRS regulations.)

In addition, to participate, a nonprofit employer must sign a written agreement with the school to provide student employment. The agreement must define whether the –

- Employing organization or the college is considered the student's employer.

### **III-F**

## **EMPLOYER ELIGIBILITY**

**MWSU**

### **Nonprofit Employers (Including Nonprofit Colleges) (continued)**

- Employing organization or the college is responsible for any fringe benefit payments.
- Employing organization or the college is responsible for paying the student, the frequency of payment and the employer's share of any welfare or insurance programs associated with employment.

In other areas not specified in the act, administrative rules or in Authority policy, the agreement format and content shall follow federal work-study practices.

### **For-Profit Employers (Including For-Profit Colleges)**

To participate, a for-profit employer must:

Provide part-time, (39 hours or less) academically relevant employment in Michigan that does not –

- Displace employed workers.
- Involve the construction, operation or maintenance of facilities of sectarian instruction or religious worship.

Follow these compensation procedures –

- Provide not less than 50 percent of the wages earned.
- Use the state portion for wages only.
- Pay recipients at a rate no less than the prevailing federal minimum wage.
- Consider work-study earnings as earned income and as such subject to all relevant federal, state and local taxes. (Allowable exemptions from FICA taxes are determined by IRS regulations.)

### **III-F**

## **EMPLOYER ELIGIBILITY**

**MWSU**

### **For-Profit Employers (Including For-Profit Colleges) (continued)**

In addition, to participate, a for-profit employer must sign a written agreement with the school to provide student employment. The agreement must define whether the –

- Employing organization or the college is considered the student's employer.
- Employing organization or the college is responsible for any fringe benefit payments.
- Employing organization or the college is responsible for paying the student, the frequency of payment and the employer's share of any welfare or insurance programs associated with employment.

In other areas not specified in the act, administrative rules or in Authority policy, the agreement format and content shall follow federal work-study practices.

## Michigan Work-Study Undergraduate Program

### Act 288 of 1986

A copy of these **rules** may be downloaded at [www.state.mi.us/orr/admincode/depart.htm](http://www.state.mi.us/orr/admincode/depart.htm)  
Follow these steps after accessing that site:

1. Click on **Treasury**
2. Scroll down to **Higher Education Assistance Authority**
3. Click on **Michigan Work-Study Undergraduate Program**
4. To print the rule: Click file print

A copy of the **Law** may be downloaded at [www.michiganlegislature.org/law/advancedSearchForm.asp](http://www.michiganlegislature.org/law/advancedSearchForm.asp)  
Follow these steps after accessing that site:

1. Scroll down to Public Act Number and enter **288**; tab into year and enter **1986**. Click search
2. Click on the first item: **Act 288 of 1986** Statute
3. Select print from Main Functions
4. Click “download HTML version”
5. To print the law. Click file print

## **PROGRAM SUMMARY**

## **MWSG**

<b>Program Title</b>	Michigan Work-Study Graduate Program (MWSG)
<b>Enabling Legislation</b>	Public Act No. 303 of 1986
<b>Administrative Rules</b>	R390.1771-R390.1779
<b>Purpose</b>	The Michigan Work-Study Graduate Program was established by the state to enable public and non-public colleges to help eligible students meet graduate educational expenses by placement in employment. The primary criterion for award consideration is financial need.
<b>Funding Source</b>	State general funds as appropriated annually in the Higher Education Appropriations Act.
<b>Administrative Office</b>	Office of Scholarships and Grants MHEAA/MHESLA P.O. Box 30462 Lansing, Michigan 48909-7962 1-877-447-2687 (toll free)

## IV PROGRAM INFORMATION

MWSG

**Procedures for the Michigan Work-Study Graduate Program are the same as the Michigan Work-Study Undergraduate Program *with the following exceptions:***

### INSTITUTIONAL ELIGIBILITY

The college must offer graduate or professional graduate degrees. College participation in the Pell Grant Program is not required.

### CAMPUS ALLOCATIONS

**Distribution Formula:** The college's allocation for the fiscal year is proportionate to its number of enrolled graduate students for the most recent year statistics are available compared to the number of enrolled graduate students at all participating colleges.

Formula:

$$\begin{array}{ccccc} \boxed{\begin{array}{c} \text{College} \\ \text{Graduate} \\ \text{Students} \end{array}} & \div & \boxed{\begin{array}{c} \text{Total Graduate} \\ \text{Students at all} \\ \text{Participating} \\ \text{Colleges} \end{array}} & = & \boxed{\begin{array}{c} \text{College \%} \end{array}} \\ \\ \boxed{\begin{array}{c} \text{College \%} \end{array}} & \times & \boxed{\begin{array}{c} \text{Annual State} \\ \text{Appropriation} \\ \text{For MWSG} \end{array}} & = & \boxed{\begin{array}{c} \text{College} \\ \text{Allocation} \end{array}} \end{array}$$

### STUDENT ELIGIBILITY REQUIREMENTS

**Enrollment:** Graduate or professional graduate level enrollment on at least a half-time basis is required. Participation during periods of non-enrollment (e.g. summer break) is not permitted.

Half-time study is defined as enrollment for half the number of credit hours specified as full time by the college.

## IV PROGRAM INFORMATION

**MWSG**

### AWARD COMPUTATION

**Award Parameters:** No student may receive more than 8 semesters or 12 terms of assistance at any particular college; thus, 12 is the maximum count for any student using the enrollment count table.

	Full-Time Enrollment Count	Half-Time Enrollment Count
Semester	1.5	.5
Term	1.0	.5

**Disbursement Procedures:** Wages may be paid for graduate assistantships, research projects or teaching projects.

The school may offer academic credit to students participating in the program.

Employment is limited to a maximum of 40 hours per week.



## Michigan Work-Study Graduate Program

### Act 303 of 1986

A copy of these **rules** may be downloaded at [www.state.mi.us/orr/admincode/depart.htm](http://www.state.mi.us/orr/admincode/depart.htm)  
Follow these steps after accessing that site:

1. Click on **Treasury**
2. Scroll down to **Higher Education Assistance Authority**
3. Click on **Michigan Work-Study Graduate Program**
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A copy of the **Law** may be downloaded at [www.michiganlegislature.org/law/advancedSearchForm.asp](http://www.michiganlegislature.org/law/advancedSearchForm.asp)  
Follow these steps after accessing that site:

1. Scroll down to Public Act Number and enter **303**; tab into year and enter **1986**. Click search
2. Click on the first item: **Act 303 of 1986** Statute
3. Select print from Main Functions
4. Click “download HTML version”
5. To print the law. Click file print

**PROCEDURES FOR PROGRAM REVIEW**  
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## **INTRODUCTION TO THE REVIEW PROCESS**

The Program Review process is a function of the Office of Information & Resources (OIR) to evaluate campus administration of the Adult Part-Time Grant (APTG), Michigan Educational Opportunity Grant (MEOG), Michigan Work-Study Undergraduate (MWSU), Michigan Work-Study Graduate (MWSG), and Degree Reimbursement (DR) programs.

The purpose of the program review is to verify that program awards are going to eligible students, that the school has a satisfactory system of internal controls to insure compliance with applicable laws and regulations, and that information submitted on reports to the MHEAA agree with college records. Reviews also offer assistance regarding policies, procedures and application requirements that will enhance program administration.

Colleges determine eligibility, select recipients and make awards for the Michigan Campus-Based (CB) programs; colleges are financially liable for over awards and for disbursement of funds to awardees who fail to meet specific conditions of eligibility. Accordingly, OIR actions to verify program integrity may also serve to contain institutional liability.

The absence of statements in these program review procedures regarding specific regulations, policies, or procedures does not indicate that those areas are not subject to review and does not lessen the college's obligation to comply with all statutory provisions and state regulations governing the corresponding programmatic areas nor does it in any way diminish institutional liability.

## **COLLEGE SELECTION/NOTIFICATION PROCESS**

### **College Selection**

There are three situations under which an on-site program review (hereinafter referred to as "review") may be scheduled.

1. The program and past review data indicate that a review is needed. Staff will monitor each college's applications, year-end reports, routine processing discrepancies, responses to prior review reports, and individual college application processing procedures to aid in determining the need for reviews. An unusual pattern of student complaints about procedures utilized by an individual college is also a criterion for review.
2. The college is selected on the basis of routine review scheduling. All colleges will be routinely scheduled for reviews, regardless of other selection criteria
3. The college requests a review. If a college determines the need for a review and/or assistance, they may make a written request to OIR to schedule a review. Staff will respond to the college's request within 10 days of receipt of the request.

### College Notification of Review

A college will be notified of a scheduled review approximately four weeks prior to the date on which it is to begin. However, if conditions warrant, the review may be scheduled upon shorter notice.

The initial notification will include:

1. The date the review will commence and the anticipated length of the review process.
2. The name(s) of the official(s) who will conduct the review.
3. If applicable, a brief description of the conditions that prompted the need for the review.
4. A request for some or all of the following materials in advance of the review:
  - a. Listings of recipient names, social security numbers and award amounts.
  - b. College catalogue.
  - c. The college's written policies and procedures regarding satisfactory academic progress (SAP), enrollment count date, priority in packaging and tuition refund criteria.
  - d. Directions to financial aid office on campus.
5. A request for confirmation of the review dates to be returned within 10 days.

### Preparation for the Review

Once the review dates are established, the college official(s) responsible for the programs at the college should:

1. Advise other college administrative staff involved with the programs of the review dates to insure that they will be available to provide assistance.
2. Make preparations for all applicable records to be accessible.
3. Reserve a work area for the reviewer.

It is recommended that the college administrative staff member to whom the financial aid director is responsible to participate in the entrance and/or exit interviews.

## **INDIVIDUAL RECIPIENT FILE SELECTION**

### Criteria for the Selection of Samples

Files selected prior to the review will be identified by the “Systematic (Interval) Sampling” method. This method consists of determining an interval that equally divides the number of recipients to be sampled into the total number of recipients and then utilizes a random number to begin the sample selection. For example, if the total number of APTG recipients at a college is 90 and the proposed sample size is to be 30, every third name ( $90/30=3$ ) is chosen for review. If the random beginning number blindly selected is 10, the recipients selected are the numbers 10, 13, 16, 19, 22, etc. until 30 recipients are designated. Samples from each program are selected in this manner.

### Sample Selection

Generally, the initial sampling will not exceed 25 files per program; however, the degree of the suspected deficiencies or the number of recipients may warrant the review of a lesser or greater number of files.

To insure that the review may begin promptly, the reviewer will fax a list (names and social security numbers) of the files selected for review two business days prior to the first day of the review.

## **ON-SITE REVIEW PROCEDURES**

The review will consist of the following four activities:

### Entrance Interview

The entrance interview is an informal meeting between the reviewer and the administrators of the college who are directly responsible for administering the programs and is used to explain the purpose and scope of the review process.

Additional items discussed during the entrance interview will include:

1. An overview of the college’s operating procedures for the programs.
2. The names of staff members to be contacted.
3. A brief description of how the college maintains recipient files.
4. An identification of any specific program-related problems the college may be experiencing internally with the programs.
5. A discussion of the purpose and content of the exit interview.

### Review of Individual Sample Files

The review of individual recipient financial aid (and other) files and transcripts concentrates, as applicable, upon the verification of the program eligibility requirements via third-party documentation.

During the review process, it may be deemed necessary to increase the number of files evaluated. This will generally occur when specific types of problems or numerous deficiencies are found.

During the visit to the financial aid (and other) office(s) of the college, specific questions may arise regarding practices and procedures. To accommodate the review process, at least one financial aid staff member should be available to respond to any questions the reviewer may have regarding individual recipient files or college policies or procedures.

### Compilation of Findings

Following examination of the financial aid office's policies and procedures and each of the selected sample files, the reviewing official(s) will analyze the information gathered and compile a list of any recommendations, exceptions and required corrective actions, as appropriate.

### Exit Interview

The exit interview is conducted to provide college officials with an informal oral report and preliminary analysis of findings. Items to be discussed include the:

1. Exceptions in the college's administration of the sampled programs and required corrective actions, if any.
2. Time frame for the college to complete required corrective actions, if any.
3. Tentative follow-up review dates, if any.
4. Format, time line and procedural matters pertaining to the formal review report.

In addition, the exit interview gives an opportunity for college officials to explain or clarify the circumstances of the exceptions cited.

## **PROGRAM REVIEW REPORT**

A formal review report summarizing the review findings will be prepared and forwarded to the college, about 30 days following the completion of the review. The report will be sent to the financial aid director; a copy of the report will be forwarded to the college president.

This report will include:

1. The name(s) and title(s) of the review official(s).
2. The names and titles of college staff assisting with the review.

3. The dates on which the review was conducted.
4. The purpose of the review.
5. Exceptions discovered, if any, and corrective actions to be taken by the college. Corrective actions may include either documentation of eligibility factors or refunds of the exception award amounts.

### **COLLEGE RESPONSE AND COMPLIANCE**

Once the review report is received by the college, the college official must respond to the exceptions of the report, if any, and take actions to insure that the required corrective actions are implemented. The program review report will indicate the deadline for the receipt of required documents and/or refunds.

If the college disputes the findings, it must respond to the report, identifying the disputed sections within 14 days. If the college does not dispute findings, it must respond in writing as to the specific actions it has taken on each cited exception to insure compliance.

### **VERIFICATION OF COMPLIANCE**

After the college's response to the review report is received, staff will evaluate that response to determine if all cited exceptions have been addressed by the college.

This evaluation of the college's response will result in one of the following conclusions:

1. The college has attempted to correct all areas of noncompliance, and
  - a. Has submitted sufficient documentation/refund monies; a follow-up visit and/or additional documentation/refund is not necessary.
  - b. Has submitted some information/documentation/refund monies; however, a follow-up visit and/or additional documentation/refund is necessary to complete verification of compliance.
2. The college's response is not sufficient to determine if it is now in compliance in the areas cited in the program review report; additional documentation and/or refund monies will be required and a follow-up review may be necessary.
3. The college's response clearly indicates that it does not intend to comply with or respond in good faith to the requirements of the program review report. Appropriate actions may be taken by the OIR Director upon consultation with staff and after appropriate warning notification to the college to limit, suspend, or terminate the college's program participation. This action will be considered only after exhausting all other options to resolve the exception cases involved and will be executed in adherence to the due process provisions of the Michigan Administrative Procedures Act, PA 306 of 1969.

Based upon the college's response to the review report, it shall be the responsibility of the reviewer to recommend to his/her immediate supervisor if and when a follow-up review is needed.

Once the college has complied with all required actions in the review report, the college will be notified that it is now in compliance and the review process has been completed. Subsequent reviews may occur under the selection criteria noted on page 1.



<b>DATE</b>	<b>SUMMARY</b>	<b>History Report</b>
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18-May-99	MHEAA adopted a buffer policy for the Campus-Based Programs to parallel that of the Federal Title IV financial aid programs. Effective as of 05/18/99.	
19-May-98	MHEAA approved restructuring of the advisory committee now known as the Michigan Programs Advisory Council (MPAC).	
27-Jan-97	The Campus-Based Procedures Manual was first distributed to participating colleges.	
20-Jan-97	New guidelines for the verification of Michigan residence for Campus-Based Programs' award recipients were adopted. Effective with the 1997-98 academic year.	
28-Jan-93	Defaulted loan policy expanded by MHEAA on 1/28/93 to exclude students in default on Title IV/V loans. Satisfactory loan repayments for Campus-Based program eligibility will parallel federal programs. Effective as of 1/28/93.	
01-Oct-92	Since FY 92-93, the annual Higher Education Appropriations Act boilerplate language has stipulated an adjustment of Michigan Work-Study Undergraduate allocations based on college utilization rates.	
30-Jul-92	Program Review Operational Procedures approved by MHEAA on 07/30/92.	
01-Oct-90	Michigan Nursing Opportunity Program was authorized for 1990-91 FY by Appropriations Act boilerplate language. Not renewed.	
11-Apr-90	MHEAA approved \$200 buffer for the Campus-Based Programs effective with FY 1990-91. Replaced by new buffer policy of 5/18/99.	
30-Mar-90	PA 288 of 1986, amended by PA 47 of 1990 on 3/30/90 to permit MWSU employment during periods of nonenrollment; restrict nonprofit employment from partisan political activities; and employment should be academically relevant.	
24-Sep-88	Michigan Educational Opportunity Grant (MEOG), PA 273 of 1986, administrative rules effective as of 09/24/88.	
24-Sep-88	Adult Part-Time Grant (APTG), PA 102 of 1986, formal administrative rules effective on 9/24/88.	
24-Sep-88	Michigan Work-Study Graduate Program (MWSG), PA 303 of 1986, administrative rules effective as of 09/24/88.	

<b>DATE</b>	<b>SUMMARY</b>	<b>History Report</b>
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24-Sep-88	Michigan Work-Study Undergraduate Program (MWSU), PA 288 of 1986, administrative rules effective as of 09/24/88.	
28-Jul-88	MHEAA approved the permanent APTG, MEOG, MWSU & MWSG Administrative Rules as endorsed by the Legislative Svc. Bur., Atty. Gen's Office & Joint Comm. on Administrative Rules & authorized staff to file w/the Gov.'s & Secretary of State's offices.	
24-Mar-87	MHEAA approval of APTG emergency rules extension.	
20-Dec-86	PA 288 of 1986 signed into law on 12/20/86 establishing the Michigan Work-Study Undergraduate Program (MWSU). Amending statute PA 47 of 1990.	
20-Dec-86	PA 303 of 1986 signed into law on 12/20/86 establishing the Michigan Work-Study Graduate Program (MWSG) for graduate students.	
18-Dec-86	PA 273 of 1986 signed into law on 12/18/86 establishing the Michigan Educational Opportunity Grant (MEOG) for students attending public Michigan colleges.	
14-May-86	PA 102 of 1986 signed into law effective 05/14/86 establishing the Adult Part-Time Grant (APTG) for part-time, self-supporting students.	

## INSTRUCTIONS FOR THE MICHIGAN CAMPUS-BASED PROGRAMS YEAR-END REPORT

Complete this form using information about fund use for the Michigan campus-based financial aid programs. These are the: Adult Part-time Grant (APTG), Michigan Educational Opportunity Grant (MEOG), Michigan Work-Study Undergraduate (MWSU) and Graduate (MWSG), and Michigan Nursing Scholarship (MNS) Programs. The data provided needs to reflect all awards made with state fiscal year funds. The enrollment periods covered include the regular academic year and the ensuing summer session.

### **For questions please contact:**

Office of Scholarships and Grants  
MHEAA – Campus-Based Programs  
P.O. Box 30462  
Lansing, Michigan 48909-7962  
(888) 447-2687

### **EXCEL SPREADSHEET**

Complete Sections B-D (3<sup>rd</sup> tab) of this Excel workbook then input pertinent information on the certification form. Print, sign, and return that certification form to the address above. To save the document click “Save” not “Save As”.

*Note: Use whole dollar amounts.*

### **Section B: STUDENT COUNT**

**Item 1. Enter the number of students by grade** who received each type of assistance. If a student changed grade level during the year, report the student at his or her grade level at the beginning of the program award period.

**Items 2 & 3. Enter the number of students by** race and by gender who received each type of assistance. Please be certain to provide complete responses to these items. Items B2-g & B3-d must equal B1-g (Total Students). Items not in balance will display in Red.

### **Section C: EMPLOYERS USED**

**Items 1 – 5, MWS – Undergraduate Program.** For each employment category listed, enter the number of students who earned MWS funds during the year. If a student held three MWS jobs during the year (one on campus, one off campus and one for a for-profit employer), that student would be reported in all categories.

If, however, a student held two MWS jobs during the year, both on campus, that student would be reported only once in the “Non-profit (on campus)” category. Also requested is information about the amount earned in each category. Matching funds reported must equal at least the percentage specified.

### **Items 6 – 10, MWS – Graduate Program.**

Complete this section the same way you completed items 1 – 5 using graduate program information.

Because you are counting some students more than once, it is likely that the number of students listed in Section C will be higher than the program totals reported in Section B.

Please note that the response arrangement regarding the number of employers used is designed to treat the school as a single employer, whereas the total number of nonprofit off-campus and profit-making employers used is requested.

### **Section D: FUND USE**

**Items 4 & 5. If, after completing these items,** you have program funds that were unused, you must return the unused portion to the state - add the amounts in item 5 columns a - d across. Make the check payable to the State of Michigan and submit it no later than the due date on the Certification page form.

### **STUDENT LIST**

Although a student list is not required with this report, a by-student listing of the following elements may be requested: name, social security number, and appropriate award amount (per term and total funds disbursed) for each student reported in Section B. Supporting records must also be available for audit purposes.

### **RETURNING THE EXCEL SPREADSHEET**

Return the Excel spreadsheet as an e-mail attachment to:

**Wohlferta@Michigan.gov**

## MICHIGAN CAMPUS-BASED PROGRAMS 2004-05 YEAR-END REPORT - CERTIFICATION FORM

*Issued under P.A. 102, 273, 288 & 303 of 1986.*

*Filing is mandatory for continued funding.*

**Return Completed Excel spreadsheet and Certification form by September 26, 2005**

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### A. SCHOOL CERTIFICATION

School Name:	Code Number:
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1. If you are submitting a refund, check one of the following:

- ☐ a. The refund check is enclosed with this report.
- ☐ b. The refund check will be sent under separate cover.

2. CERTIFICATION. I certify that the information on this form is complete and accurate. Supporting records are  
*available upon request.*

Authorizing Signature		Date
Title		
FAO Phone & Area Code	Direct Phone & Area Code	
Fax	e-mail	

<b>Comments:</b>
------------------

**Print this page, sign and return it to the Office of Scholarships and Grants (see instructions for address).**

**MICHIGAN CAMPUS-BASED PROGRAMS**  
**2004-05 YEAR-END REPORT**

**B. STUDENT COUNT**

**INPUT IN YELLOW AREAS ONLY**

Number of Students Receiving Program Funds	Program				
	APTG	MEOG	MWS-Undergraduate	MWS-Graduate	MNS
<b>1. BY GRADE LEVEL</b>					
a. Freshmen	a.	a.	a.	a.	a.
b. Sophomores	b.	b.	b.	b.	b.
c. Juniors	c.	c.	c.	c.	c.
d. Seniors	d.	d.	d.	d.	d.
*e. Undergraduates unclassified as to grade level	e.	e.	e.	e.	e.
f. Graduate students	f.	f.	f.	f.	f.
**g. Total	g. 0	g. 0	g. 0	g. 0	g. 0
<b>2. BY RACE</b>					
a. Black	a.	a.	a.	a.	a.
b. Hispanic	b.	b.	b.	b.	b.
c. Native American	c.	c.	c.	c.	c.
d. White	d.	d.	d.	d.	d.
e. Other Minority	e.	e.	e.	e.	e.
*f. Information is not available	f.	f.	f.	f.	f.
**g. Total	g. 0	g. 0	g. 0	g. 0	g. 0
<b>3. BY GENDER</b>					
a. Females	a.	a.	a.	a.	a.
b. Males	b.	b.	b.	b.	b.
c. Information is not available	c.	c.	c.	c.	c.
**d. Total	d. 0	d. 0	d. 0	d. 0	d. 0

\* These responses should be limited to cases where absolutely no campus data can be generated.

\*\* Items B2-g & B3-d must equal B1-g (Total Students). If not in balance, items will display in RED.

C. EMPLOYERS USED: MWS - UNDERGRADUATE PROGRAM

DATA REQUESTED	Employment Category				
	a. Nonprofit (on Campus)	b. Nonprofit (off campus)	c. For-profit Employers	d. TOTAL	
1. Number of Employers	1			1	
2. Number of Students Employed*				0	
3. Total Dollars Earned (C4 + C5)				0	
4. Dollar Amount of State Funds Earned**	80%	80%	50%	0	
5. Dollar Amount of Employer- Matching Funds Earned**	20%	20%	50%	0	
Cross Check of (C4+C5 = C3)				0	

C. (cont.) EMPLOYERS USED: MWS - GRADUATE PROGRAM

DATA REQUESTED	Employment Category				
	a. Nonprofit (on Campus)	b. Nonprofit (off campus)	c. For-profit Employers	d. TOTAL	
6. Number of Employers	1			1	
7. Number of Students Employed*				0	
8. Total Dollars Earned (C9 + C10)				0	
9. Dollar Amount of State Funds Earned**	80%	80%	50%	0 80%	
10. Dollar Amount of Employer- Matching Funds Earned**	20%	20%	50%	0 20%	
Cross Check of (C9+C10 = C8)				0	

D. FUND USE

STATE DOLLARS USED	Program				
	a. APTG	b. MEOG	c. MWS-Undergrad	d. MWS-Graduate	e. MNS
1. a. Original Amount Allocated***					
b. Legislative Set Aside ****					
c. Supplemental Amount					
d. Subtotal	0	0	0	0	0
2. Amount Already Refunded (or Released) from Dollars Allocated ***					
3. Adjusted Total	\$0	\$0	\$0	\$0	\$0
4. State Dollars Disbursed to Students			\$0	\$0	
5. Final Refunded Amount Submitted (D3 - D4)	\$0	\$0	\$0	\$0	\$0

*Note: Only use whole dollar amounts.*

\* See instructions regarding students employed at more than one job.

\*\* Match reported must equal at least the percentage specified or item will display in RED.

\*\*\* If the college's records do not agree with the amounts listed, contact Office of Scholarships and Grants staff before filling out the report.

\*\*\*\* This amount was the institution's share of the MWS legislative set aside specified in the Higher Education Appropriations Act.



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

JAY B. RISING  
STATE TREASURER

**2006-07**  
**ADULT PART-TIME GRANT ALLOCATION SURVEY**

The information requested on this form is needed to implement the Adult Part-Time Grant (APTG), PA 102 of 1986, campus allocation formula. **Completion is required for an institution to receive funding for the academic year printed above.**

**A. INSTRUCTIONS**

1. Report in B1 data for the **fall 2005** enrollment period (only) according to the criteria listed in item A2.
2. Students included in the count (B1) must meet all of the following eligibility criteria. The number reported is **not** limited to APTG monetary award recipients, however.

**Student Eligibility Criteria (APTG)**

- Part time (3-11 hours) Michigan resident
- Independent U.S. citizen or permanent resident
- Undergraduate Out of high school at least two years
- Satisfactory academic progress Not in loan default (Title IV/V)
- Demonstrated Financial Need (FM)  
*The cost of attendance must be consistent with the actual budget used for the awarding of APTG funds at the school.*

3. Complete Section B and return the form via fax or mail by the date printed at the bottom of the page (firm deadline, postmark acceptable). Please direct questions toll-free to 1-888-447-2687.

**B. CERTIFICATION**

I certify that:

1. ☐ Students meet the criteria specified in A2 for the **fall 2005** term.
2. The information provided on this form is correct and complete to the best of my knowledge.
3. Supporting records are available upon request and/or for program review purposes. Although a by-student listing of the following items is not required with this survey, it may be requested: name, social security number, high school departure date (or birth date), number of credit hours, dependency status, residency status, and financial need at the institution.

Institution:

Authorized Signature \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
(printed) (signed)

Phone (\_\_\_\_) \_\_\_\_\_ e-mail address \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

**RETURN THE COMPLETED FORM BY FEBRUARY 28, 2006**